

**SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE**

Form Approval.: **0416-GSA-SA**

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This report implements 31 U.S.C. 1353. It does not supersede other reports that may have to be filled when travel expenses are accepted under other authority. For definition and policies, see 41 CFR part 304-1.

|                                |                             |                               |                 |
|--------------------------------|-----------------------------|-------------------------------|-----------------|
| REPORTING DEPARTMENT OR AGENCY | REPORTING PERIOD            |                               |                 |
|                                | OCTOBER 1 - MARCH 31 (Year) | APRIL 1 - SEPTEMBER 10 (Year) | NEGATIVE REPORT |

| EXAMPLES | TRAVELER<br><i>(Name/Title)</i>    | EVENT<br>DESCRIPTION/SPONSOR/ DATES                                   | LOCATION AND<br>TRAVEL DATES    | BENEFITS ACCEPTED                        |                    |       |         |        |
|----------|------------------------------------|---|---------------------------------|--|--------------------|-------|---------|--------|
|          |                                    |   |                                 | SOURCE                                   | DESCRIPTION        | CHECK | IN-KIND | AMOUNT |
| EXAMPLES | John Smith<br>Secretary            | Conference on Asia-Pacific Relations sponsored by Asia-Pacific Forum. | San Francisco, CA<br>8/11-13/93 | Asia-Pacific Forum<br>Pacific Rim Assoc. | Hotel              | X     | X       | \$280  |
|          |                                    |   |                                 |  | Air Transportation |       |         | 825    |
|          |                                    |   |                                 |  | Meals              |       | X       | 120    |
|          | Joyce Smith<br>Spouse of Secretary | Conference on Asia-Pacific Relations sponsored by Asia-Pacific Forum. | San Francisco, CA<br>8/11-13/93 | Asia-Pacific Forum<br>Pacific Rim Assoc. | Air Transportation | X     | X       | \$825  |
|          |                                    |   |                                 |  | Meals              |       |         | 120    |
|          | NAME                               | DESCRIPTION   | LOCATION                        |  |                    |       |         |        |
|          | TITLE                              | SPONSOR   | DATES                           |  |                    |       |         |        |
|          |                                    | DATES:  |                                 |  |                    |       |         |        |
|          | NAME                               | DESCRIPTION   | LOCATION                        |  |                    |       |         |        |
|          | TITLE                              | SPONSOR   | DATES                           |  |                    |       |         |        |
|          |                                    | DATES:  |                                 |  |                    |       |         |        |
|          | NAME                               | DESCRIPTION   | LOCATION                        |  |                    |       |         |        |
|          | TITLE                              | SPONSOR   | DATES                           |  |                    |       |         |        |
|          |                                    | DATES:  |                                 |  |                    |       |         |        |
|          | NAME                               | DESCRIPTION   | LOCATION                        |  |                    |       |         |        |
|          | TITLE                              | SPONSOR   | DATES                           |  |                    |       |         |        |
|          |                                    | DATES:  |                                 |  |                    |       |         |        |

| TRAVELER<br>(Name/Title) | EVENT                     | LOCATION AND<br>TRAVEL DATES | BENEFITS ACCEPTED |             |       |         |        |
|--------------------------|---------------------------|------------------------------|-------------------|-------------|-------|---------|--------|
|                          | DESCRIPTION/SPONSOR/DATES |                              | SOURCE            | DESCRIPTION | CHECK | IN-KIND | AMOUNT |
| NAME                     | DESCRIPTION               | LOCATION                     |                   |             |       |         |        |
|                          |                           |                              |                   |             |       |         |        |
| TITLE                    | SPONSOR                   | DATES                        |                   |             |       |         |        |
|                          | DATES:                    |                              |                   |             |       |         |        |
| NAME                     | DESCRIPTION               | LOCATION                     |                   |             |       |         |        |
|                          |                           |                              |                   |             |       |         |        |
| TITLE                    | SPONSOR                   | DATES                        |                   |             |       |         |        |
|                          | DATES:                    |                              |                   |             |       |         |        |
| NAME                     | DESCRIPTION               | LOCATION                     |                   |             |       |         |        |
|                          |                           |                              |                   |             |       |         |        |
| TITLE                    | SPONSOR                   | DATES                        |                   |             |       |         |        |
|                          | DATES:                    |                              |                   |             |       |         |        |
| NAME                     | DESCRIPTION               | LOCATION                     |                   |             |       |         |        |
|                          |                           |                              |                   |             |       |         |        |
| TITLE                    | SPONSOR                   | DATES                        |                   |             |       |         |        |
|                          | DATES:                    |                              |                   |             |       |         |        |
| NAME                     | DESCRIPTION               | LOCATION                     |                   |             |       |         |        |
|                          |                           |                              |                   |             |       |         |        |
| TITLE                    | SPONSOR                   | DATES                        |                   |             |       |         |        |
|                          | DATES:                    |                              |                   |             |       |         |        |